

PMAB & SACS**[Arlene Bailey]****Wins/Accomplishments:**

- A memo was sent out to Departments regarding Schedule 8 Media Reporting. Response back with Attachment A or F is due back to Chuck Lucas of the SACS unit by February 28, 2018.

Awareness/Issues:

- If you did not receive this memo please contact Chuck Lucas @ clucas@sco.ca.gov.

ACA**[Sarah Huggins]****Wins/Accomplishments:**

- Released an additional 15,398 2017 1095-Cs (hopefully 19,910 which would mean we're completely done! I'll keep you updated on that.)

Awareness/Issues:

- Duplicate 1095-Cs may be requested after Personnel Letter announcing that all 1095-Cs have been mailed is released (week of March 2nd)

EH**[Rosemary Colgrove]****Wins/Accomplishments:****IT Class Consolidation**

- Successfully updated over 8,800 employees with an A20 transaction via mass update.
 - Subsequent WWG and SAL mass updates were run for impacted employees.
- Please refer to CalHR Pay Letter 18-04 and SCO Personnel Letter 18-007 for more information.
 - An amended Personnel Letter will be released within the next few days with clarification on the following:
 - Out-of-sequence processing
 - Lump sum processing
 - Issuance of NOPAs (SCO will not be issuing in mass)

PPOB**[Samantha Stevens] / [Tommy Fong]****Wins/Accomplishments:****IT Class Consolidation**

- Two Statewide Position Control Program payroll specialist processed 267 Std. 607 packages received since 01/31/2018. Each Std. 607 package represents the necessary changes for all IT positions within the given department, ranging from fifty to hundreds of position.
- Statewide Civil Service Audits Program received 161 fallout messages from the mass updates processed on 02/06/2018, 02/08/2018, and 02/13/2018. Of these fallout, one Senior Personnel Specialist has completed auditing and keying the necessary Employment History transaction of 103 since 02/13/2018.

Lump Sum

- The Separation Lump Sum Deferral PARs are processed by two separate units, due to the complexity and manual processing required. During the peak workload period from November 1 to January 28, most Personnel and Payroll Specialists are diverted to processing the Separation Lump Sum PAR workload. Since November 1, 2018, seven Statewide Civil Service Audits Program (Personnel Unit) Personnel Specialist audited 2388 PAR packages and keyed the

necessary Employment History transaction for 2198 of those audited. For that same time period, ten Statewide Civil Service Payroll Program Payroll Specialist audited, calculated and keyed the necessary payroll and deduction transactions for the same 2198 PARs. Two Payroll Staff processed 51 PARs submitted and/or corrected after the December 27, 2018. These PARs require special processing in order to report 2017 taxes correctly.

W2 Processing

- Seven Statewide W2/Non-USPS Program Specialist processed 6,414 corrected W2 since January 1, 2018. During the same timeframe, the same staff processed 910 duplicate W2 requests.

Civil Service Benefits

- 32,174 Open Enrollment documents completed from September 2017 through February 21, 2018 with 10 fulltime Payroll Specialist and 3 additional staff from other units.
- Received 12 BU2 Tricare requests from CalHR which were processed by one Payroll Specialist on a flow basis. To date, all requests have been completed.

Awareness/Issues:

607

- The Statewide Position Control Program is preparing for the annual increase of Std. 607 workload as department complete the reconciliation of Schedule 8 as part of the fiscal year end. We anticipate a heavier than normal workload due to the IT Classification Consolidation.

W2 Processing

- The Statewide W2/Non-USPS staff are working on request received between February 12 – 22, 2018. Approximately 1,000 duplicate W2 have been ordered and we anticipate mailing them the week of March 5.

Miscellaneous Deductions

- The Statewide Miscellaneous Deduction Program is preparing for Group Legal open enrollment in March and Long Term Disability in April.

Civil Service Benefits

- SCO is preparing to process the necessary dental and vision benefits for the Dependent ReVerification Project. The project is a partnership between CalPERS and CalHR to re-verify the eligibility of spouses, domestic partners, children, stepchildren, and domestic partner children (family members) enrolled for state health, dental and premier vision benefits. More information is available on CalHR Website and in CalPERS Health Benefit Circular Letter issued December 15, 2017.